



Greswell Primary School and Nursery

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Headteacher: Mr J Cooper, **Deputy Head:** Mrs L Goodison

Assistant Head: Mrs D Whiteley

28th January 2025

Dear Parent/Carer,

We have operated a pre-booking system for Kidszone since February 2024 and many parents/carers are successfully using the system to access our before and after school childcare facilities. Kidszone is operated in this way so that safe staffing levels can be planned in advance, and we can efficiently run the club so that the cost to parents/carers is kept as low as possible.

Unfortunately, we are still experiencing occasions when children are arriving without prior booking. When this happens, it jeopardises our ability to maintain appropriate staff/pupil ratios and it is therefore a serious issue. Unexpected arrivals can force us to exceed maximum numbers for the club, which not only potentially impacts on safety but also on the capacity of the dedicated staff who arrive very early and work late each day to care for the children as best possible.

With effect from today, we will be keeping a log of persistent late collections (persistent is 3 times or more per half term), which will trigger an invoice being sent on each occasion for £20.00 per child to cover staffing costs. We will also keep a record of those who turn up to Kidszone without prior booking. On the third occasion of either of these events occurring, the Kidszone place(s) will be withdrawn for the remainder of the term. Please be aware that we will be closely monitoring this and strictly applying the rule.

As parents/carers ourselves we appreciate that some days do not go to plan, which is the reason why we allow a couple of occasions for unforeseen circumstances. We also encourage parents/carers to contact school as early as possible should you have an emergency or sudden commitment and need to access the Kidszone facility at short notice. In this event, the Kidszone manager will be contacted to confirm whether places are available before your child's arrival and a member of staff will confirm if your child is able to attend or not. Please do not arrive without receiving this confirmation.

You will be turned away for health and safety reasons if you have not prebooked a Kidszone place via Parentpay or via the office. If this happens after school, the adults on the list you have given will be contacted and asked to collect your child(ren).

For safeguarding reasons, we would like to ask that you escort your child to the Kidszone door and handover to a member of staff in person please.

As a reminder, parents/carers are required to give at least 48 hours' notice so that the Kidszone manager can plan appropriate staffing accordingly with sufficient notice.

Thank you for your co-operation so that we can provide safe and healthy spaces for our pupils to enjoy the before and after school club facilities.

Yours sincerely,

Kumar

Ms Martin, School Business Manager



Ambition
Community Trust

